ARGOS PRE-TRAINING MATERIALS

This document will guide you through the steps on how to maximize your training experience and get you ready for writing your department reports during facilitated training labs.

After you have attended the three-day Argos Core Skill Training, IT Staff will devote time to working with employees individually or in a small group on creating their department’s report. The schedule has been posted on the website. Additional working labs will be schedule based upon employee feedback.

It’s important to note that you will be unable to participate in working labs without submitting your request to IT for creation of your DataBlocks. Step 4 will provide step-by-step instructions on how to submit your request to IT.

Once your DataBlock request has been received by IT, you will receive a Google Calendar invitation to attend the working training labs. It’s important to respond “Accept” or “Decline” upon your earliest convenience so the training opportunity can be opened up to another colleague if you are unable to attend.

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**STEP 1: LOG INTO ARGOS**

This step will walk you through how to log into Argos for the first time.

**Step 1A:** Using your internet browser (Internet Explorer, Mozilla or Google Chrome), go to [http://www.kettering.edu/it](http://www.kettering.edu/it). In the top-right corner of the window, located under “Applications”, left-click the “Argos” link.

**Step 1B:** Your internet browser will open a new window displaying the Evisions Argos log in screen.

Enter your Kettering LDAP Username and Password (same login information as your email account).

Once complete, left-click “Log in”.

![Argos Log in Screen](image)
**Step 1C:** Once logged in, you will see the main Argos screen. Left-click on the “Argos” button.

**Step 1D:** The main Argos folder menu will appear. As shown in the screen image to the right, you will see the root folder “Banner” with two subfolders “Production” and “Test”.

Click on the “+” sign next to “Production” to expand the folder. You should see your department’s name with the ability to expand the folder and view your DataBlocks.

If you do not see the DataBlock image under your department’s name, we do not have your DataBlocks created.

Instructions for how to create your DataBlocks is provided in **Step 4**. DataBlocks are used during training in creating your department specific reports.

Please continue on to **Step 2A**.
**STEP 2: CREATE YOUR EVISIONS ACCOUNT**

*Step 2A:* Continuing on from Step 1D, left-click on the “Support” button to register for an Evisions account.

*Step 2B:* Enter your information under the “Register New Account” as shown in the screen illustration. Once complete, left-click “Register”.

*Step 2C:* After you click “Register,” Evisions will request you update your profile information. Once you have entered the required information, left-click the “Update” link.
**Step 2D:** The Evisions “**Argos Support**” screen will appear. During training we will cover in detail all the various support features. At this time, please proceed on to **Step 3** for directions on how to access the pre-training videos.
**STEP 3: VIEW PRE-TRAINING VIDEOS**

**Step 3A:** From the “Argos Support” screen, left-click the “Training” icon.

**Step 3B:** On the “Training Services” screen, left-click the “Online Recorded” link.
**Step 3C:** On the “**Online Recorded Training**” screen, under the section “**Argos**”, you will see training videos listed under the heading “**WEBM**”.

Please view the following videos to familiarize yourself with Argos. The information provided in the videos will be shared in greater detail along with hands-on application during core skill training:

- Report Viewer Training
- Report Writer Training

**Step 4: Create your DataBlocks for Use During Training**

The IT staff is working aggressively to build the appropriate DataBlocks to enable your success in creating department reports.

**What is a DataBlock?**

DataBlocks are much like Banner Views. Complicated Banner table joins are prewritten by IT staff allowing University Report Writers to focus their time on creating timely, user-friendly reports.

**How do I request my department’s DataBlock?**

The Report Specification Workshop (part of the three day Core Skills Training) will cover in detail the process for requesting creation and modification of DataBlocks to best meet your department’s reporting needs. During the Training Facilitated Lab, you will have the opportunity to apply your new skills toward writing your first Argos department report.
IT Staff will work diligently to create at least one DataBlock for you to use during training. If your department has not been working with IT on building DataBlocks, it’s important to take action now.

1. Begin by reviewing your department’s reports. Initially, select a couple of your easier reports that can be used during lab time in creating your first Argos report.

2. Once you have identified a couple reports, create a PDF document of the first page of your report (we don’t need the entire report at this point).

3. Send an email to helpdesk@kettering.edu and attach your reports. In the email subject line include the following text: “Argos – DataBlock Request for [your department name]”

Someone in IT will be in touch to confirm your DataBlock request has been received. We thank you in advance for your patience as we work to create DataBlocks for the numerous departments within the University.

**Questions?**

If you have any questions, please contact the technology Help Desk to direct you to the appropriate IT staff member who will be able to assist you. The Help Desk can be reached at helpdesk@kettering.edu or by phone at extension 8324.